DATE & TIME (Action started and ended)	ACTION: Describe what you did (attached screen shots, entered into log, called client)	Work in Progress: # of applications infront of current one ** (see def below)	THE NEXT AREA & PERSON (where is the case taken?)	INITIALS
Date & Time (start):				
Date & Time (end):				
Date & Time (start):				
Date & Time (end):				
Date & Time (start):				
Date & Time (end):				
Date & Time (start):				
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Date & Time (start):				
Date & Time (end):				
Date & Time (start):				
Date & Time (end):				
Date & Time (start):				
Date & Time (end):				

^{**}Work in Progress: number of application that are infront of the current one. Example: You put an application in an inbox and there are 3 applications already in the inbox, your Work in progress is 3 (3 applications infront of the current one).